



2005 Staying Connected Grant Program

Hardware and Software Replacement Guidelines

The State Library's implementation plan provides for sub-grants to the public libraries for hardware and software replacement. For the distribution of funds for hardware and software replacement, the public libraries have been divided into two tiers based on poverty level of the county as indicated by the 2000 Census.

Hardware & Software Replacement and Upgrades

The hardware and software replacement/upgrade sub-grants are intended to provide the public libraries with funds, approximately \$7900, to purchase new hardware or software used for **public access and connectivity**. This includes (but is not limited to) PC's, PC components (RAM, hard drives, etc.), routers, firewalls (hardware applications), operating system upgrades, etc. These funds may also be used for software applications (educational programs, word processing, automation system upgrades, etc.), however, the purchased software must be made available to the public or support public access. No application will be required to receive these funds, however, the library will be required to submit an inventory of equipment purchased with Staying Connected grant funds. Questions regarding a hardware or software purchase should be addressed **before** the purchase is made. The library will reimburse the State Library for any grant funds used to purchase equipment that does not meet the grant's eligibility requirements.

The libraries will handle all purchasing of hardware and software in accordance to local procurement requirements. Libraries will be required to submit an inventory of equipment and software purchased with grant funds to the South Carolina State Library, as well as an evaluation of the grant process. Forms are provided.

2005 Staying Connected Grant funds for hardware/software replacement must be expended by June 30, 2006.

FAQ's

How much will my library receive for hardware/software replacement?

The distribution to each county will be approximately \$7900.

What kind of hardware can be purchased with Staying Connected Grant funds?

Hardware that is used for or supports public access can be purchased. Appropriate hardware could be PC's, PC components (RAM, hard drives, CD-ROM's, etc.), servers, connectivity hardware (routers), security hardware (firewalls), etc.

What kind of software can be purchased with Staying Connected Grant funds?

Software that is used for or supports public access can be purchased. Appropriate software could be operating system upgrades for public-use PC's, educational software titles for public-use PC's (such as those installed on original Gates grant PC's), productivity software for public-use PC's (word processing, spreadsheets, etc.), etc. Upgrades to the library's automation would also be a suitable software purchase as it supports public access (usually through the Internet) to the library's holdings.

What if something the library purchases with grant funds does not meet eligibility requirements?

The county library will be required to reimburse the South Carolina State Library for any Staying Connected grants funds used to purchase items that do not meet eligibility requirements. It is important to inquire about the eligibility of an item **before** purchase.

Will the library need to apply for the Staying Connected grant funds for hardware/software replacement or will the funds be dispersed directly?

The funds will be distributed directly to the libraries. No application is necessary to receive the hardware/software replacement funds.

Will the library be required to submit receipts or invoices for the hardware or software purchases?

No, but an inventory of items purchased will be required.

When can we expect to receive hardware/software replacement funds?

Tier 2 libraries will receive hardware/software replacement funds no later than March 15, 2005.

My library is a Tier 1 library. How long do I have to use the hardware/software replacement funds?

Tier 1 libraries must have expended their Staying Connected Grant funds for hardware/software by June 30, 2006.

Where do I send my inventory form?

Please send inventory forms to the South Carolina State Library, ATTN: Felicia Vereen, P.O. Box 11469, Columbia, SC 29211.

Where can I get forms?

Forms are available on the South Carolina State Library's web site at <http://www.state.sc.us/scsl/lib/gates.html>. Make sure that you download forms for the 2005 program. These forms are posted in PDF format. Adobe Acrobat, Acrobat Reader or some other PDF reader software is required to see the forms. Acrobat Reader is available free for download from <http://www.adobe.com/products/acrobat/readstep2.html>

If you have questions about the Staying Connected Grant Program or the eligibility of an item, please contact Felicia Vereen at 803-734-8645 or feliciav@leo.scsl.state.sc.us.